

# Memo

**To:** Board of Managers  
**From:** Michael Younes, Director of Municipal Operations *[Signature]*  
**CC:** Shana Davis-Cook, Village Manager  
**Date:** 9/3/2013  
**Re:** Street Maintenance and Repair Contract Extension Request

---

## Background

The Village's Street Maintenance and Repair contract is currently nearing the end of its initial three (3) year contract term. Currently, the Village has two (2) expiring contracts for streets maintenance services (A.B. Veirs and Sons, Inc. and Chamberlain Contractors, Inc.) The contractors have a combined 7 years of experience working in the Village.

Both contractors have provided exceptional service to the Village and their quality of work has never been in question. The contractor crews understand the requirements of working in a neighborhood such as the Village and are very courteous of Village residents.

As mentioned previously the Village engaged two (2) contractors for its street maintenance services during the initial contract, however, over the past three (3) years the gap in contract pricing between the two has grown and we have chosen to exclusively use A.B. Veirs and Sons, Inc.

## Staff Recommendation

Staff recommends that the Village exercise the first of our two (2) one-year options to extend the contract with A.B. Veirs and Sons, Inc. solely.

## Board Action

If the Board concurs with staff's recommendation, staff requests authorization to exercise the first of two (2) one-year extension options with A.B. Veirs and Sons, Inc. The option year shall run from September 20, 2013 through September 19, 2014.

**Draft Motion:** I move to **APPROVE/DENY** staff's recommendation to exercise the first of two (2) one-year extension options with A.B. Veirs and Sons, Inc.

If the Board feels that the contract should be re-bid, staff would prepare bidding documents for solicitation and a new contract award would be placed on the Board's agenda at a later date.

## Attachment

- 1) Draft Contract Extension Letter





September \_\_\_, 2013

A.B. Veirs and Sons, Inc.  
Attn: Michael Veirs, Vice-President  
7411-L Lindbergh Drive  
Gaithersburg, MD 20879

**Subject: One-Year Extension of Contract For Street Maintenance and Repair Services within Chevy Chase Village**

Dear Mr. Veirs:

I am pleased to inform you that, by this letter, Chevy Chase Village (the "Village") is exercising its first option to extend for one (1) year the contract by and between the Village and A.B. Veirs and Sons, Inc. (the "Contractor"), dated September 14, 2010 (the "Contract"). The aforementioned extension shall take effect on September 20, 2013. By exercising the first of two one-year options to which the Village is entitled under Paragraph Three of the Contract, the Contract shall now be in effect through September 19, 2014. The original Contract for Services is attached hereto as Attachment A for your reference.

Compensation under the contract shall remain in full force and effect for this extension year.

Please sign all three (3) original letters and return two (2) original letters to the following address at your earliest convenience:

Chevy Chase Village  
Attention: Mr. Michael Younes, Director of Municipal Operations  
5906 Connecticut Avenue  
Chevy Chase, Maryland 20815

CHEVY CHASE VILLAGE  
5906 Connecticut Avenue  
Chevy Chase, Maryland 20815  
Phone (301) 654-7300  
Fax (301) 907-9721  
ccv@montgomerycountymd.gov  
www.chevychasevillagemd.gov

BOARD OF MANAGERS

PATRICIA S. BAPTISTE  
*Chair*

MICHAEL L. DINGER  
*Vice Chair*

RICHARD M. RUDA  
*Secretary*

DAVID L. WINSTEAD  
*Assistant Secretary*

GARY CROCKETT  
*Treasurer*

ROBERT C. GOODWIN, JR.  
*Assistant Treasurer*

ELISSA A. LEONARD  
*Board Member*

VILLAGE MANAGER  
SHANA R. DAVIS-COOK

LEGAL COUNSEL  
SUELLEN M. FERGUSON

Kindly contact me at (301) 654-7300 should you have any questions. On behalf of Chevy Chase Village, we look forward to continuing to work with you over the coming year.

Sincerely,

Shana Davis-Cook  
Manager, Chevy Chase Village

Acknowledged by: \_\_\_\_\_  
Mr. Michael Veirs

Title: Vice President, A.B. Veirs and Sons, Inc.

Date: \_\_\_\_\_

Attachment